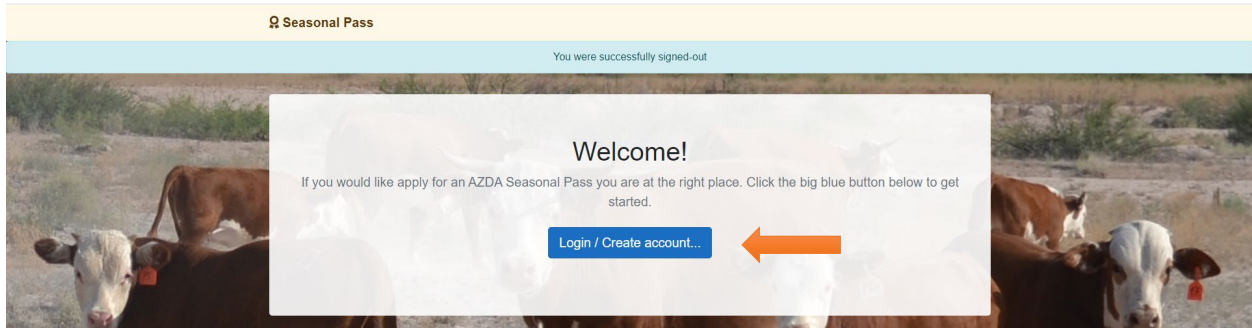


Seasonal Pass Online Instructions

To apply for a seasonal pass online you will want to visit seasonalpass.azda.gov. When you get to this website you will want to click on the **“Login/Create account”** Blue button seen below.



To set up your account you will want to fill out the provided boxes. You will not be able to continue forward until the information is provided. Once the boxes are filled you will then want to press the **“Create my account”** button.



Set up my account...

In order to create your account, fill out the information below and click 'Create my account...'

First name:

❗ First name is required.

Last name:

❗ Last name is required.

Your email address is also your user name.

Email address (User name):

❗ Email address is required.

Choose a password that is unique to you and that only you know.

Password:

- ❗ Must be at least 7 characters.
- ❗ Must have a number.
- ❗ Must have a capital letter.
- ❗ Must have a lower case letter.
- ❗ Must have a special character (i.e. \$ % &).

Cancel

← Create my account...

Once you have hit the button it will take you to the following page to fill out the rest of your information.

Seasonal Pass Online Instructions

AZDA Seasonal Pass Profile ▾

My Account

ⓘ In order to get started, you first need to add your account information.

Contact information

Cell phone: Phone number:

Physical Address **ⓘ** Where is the livestock physically located?

Address:

City: State: Zip code:

Mailing Address Is same as physical?

AZDA Seasonal Pass Profile ▾

My Account

ⓘ In order to get started, you first need to add your account information.

Contact information

Cell phone: Phone number:

Physical Address **ⓘ** Where is the livestock physically located?

Address:

City: State: Zip code:

Mailing Address Is same as physical?

Address:

City: State: Zip code:

Once that is done you will be able to add your livestock, by clicking the **“Add Livestock”** Button.

AZDA Seasonal Pass My Passes My Livestock Profile ▾

My Passes

In order to get started, first add the livestock you would like to show.

It will first ask for the animal name and the species in which you have.

Seasonal Pass Online Instructions

AZDA Seasonal Pass My Passes My Livestock Profile

Add Livestock

Basic information

Animal name:

Species:

Then it will ask you the following information.

Please note for Sheep and Goats the flock ID will have a State abbreviation and four digits following it. The permanent ID is going to be the four digits after the Flock ID. For cattle we do not require a tag number on the seasonal pass. If it is a pig and it was purchased Out of State you will need to provide the tag number. (Ex 840 tag, metal tag, plastic tag)

AZDA Seasonal Pass My Passes My Livestock Profile

Add Livestock

Basic information

Animal name:

Species:

Events

Enter name and/or location of any events that this livestock will be shown at.
Event information:

Inspection/Health information

Purchased:

Seasonal Pass Online Instructions

Basic information

Animal name:

Species:

Color: Breed: Gender:

Events

Enter name and/or location of any events that this livestock will be shown at.
Event information:

Inspection/Health information

Purchased:

Permanent ID Type: Permanent ID:

Flock ID:

Arizona Certificate Number: Arizona Certificate Document: Seller name:

Documents

You can upload documents for this livestock entry, for example, any inspection certificates.

You will then provide all the information that it is asking for above.

Please note you will need to attach a copy of the inspection as well. (Ex. Self inspection Certificate from the breeder, Livestock Inspection from a livestock inspector/Officer, Out of state Health certificate if purchased from Out of State)

Once you have finished putting the animal information in you will then press the save button at the bottom of the page. And it will take you back to the following screen.

AZDA Seasonal Pass My Passes My Livestock Profile

My Livestock

Would you like to create a pass for your newly added livestock? You can also add more livestock entries and apply for pass with multiple livestock.

Animal 1 Blk/Wht. Crossbred, Ewe, Sheep
Permanent ID: EARTAG 0001 Flock ID: 0001 Arizona Certificate # 000000 Seller: AZDA

No passes are associated with livestock

You can now press the “Apply for pass” button.

Seasonal Pass Online Instructions

The screenshot shows the 'Apply for a pass' section of the AZDA website. At the top, there are navigation links for 'AZDA Seasonal Pass', 'My Passes', and 'My Livestock', along with a 'Profile' dropdown. The main heading is 'Apply for a pass'. Below this, there is a 'Who is showing?' dropdown menu currently set to 'Myself', with a 'Manage my exhibitors...' link below it. To the right, the 'Total Fee' is listed as '\$5.00'. Under 'Club Participation', there is a text prompt: 'If you are participating in a 4H or FFA club please search for the club or enter it manually.' Below this are three radio button options: 'None', 'Search', and 'Manually enter'. The 'Livestock' section asks the user to 'Select which livestock you or your exhibitor will be showing.' There is a single entry for 'Animal 1' with a checkbox, and details: 'Blk/Wht, Crossbred, Ewe, Sheep', 'Permanent ID: EARTAG 0001', 'Flock ID: 0001', 'Arizona Certificate #: 000000', and 'Seller: AZDA'. A confirmation message states: 'Confirm information for the livestock entries is correct and click "Submit for review." Arizona Department of Agriculture staff members will review your application for accuracy. After it has been verified it will be approved for payment. You will receive an email message when the pass is approved for payment.' At the bottom of this section is a green button labeled 'Submit For Office Review'.

Once you press the Apply for pass button it will take to the screen above. You will be able to search for your FFA Chapter/4h group above. If you are in an open class and are not associated with either a chapter or a group you can press none. When this is completed you will then mark what animal(s) you will want on the seasonal pass.

If you are a group leader/chapter advisor and you can apply for the exhibitors pass. You will be able to enter everyone's animal information and add the exhibitor as well. When you apply for their passes you will want to make sure that everyone's animal is with the respected exhibitor. If it is submitted with the wrong information we will reject the pass and explain why it is was rejected.

The screenshot shows the 'My Passes' section of the AZDA website. At the top, there are navigation links for 'AZDA Seasonal Pass', 'My Passes', and 'My Livestock', along with a 'Profile' dropdown. The main heading is 'My Passes'. Below this, there is a blue button labeled 'Apply for a pass'. Underneath, there is a light blue card representing a submitted pass. The card contains the text: '#34551 Submitted for review', 'Myself showing Animal 1', and 'Fee \$5.00'.

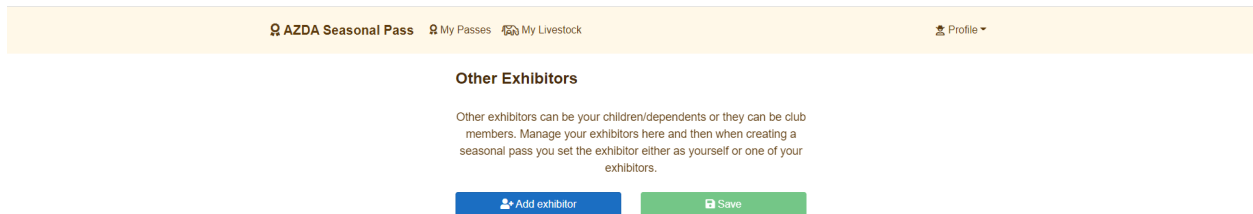
Once you have submitted your pass we will receive an email in the office to review it. We will be checking to make sure inspections match the exhibitor's name, and all in the information is provided. If everything is correct we will approve it and you will receive an email taking you to the payment portal. Once you have paid for the pass it will be emailed over to you.

Seasonal Pass Online Instructions

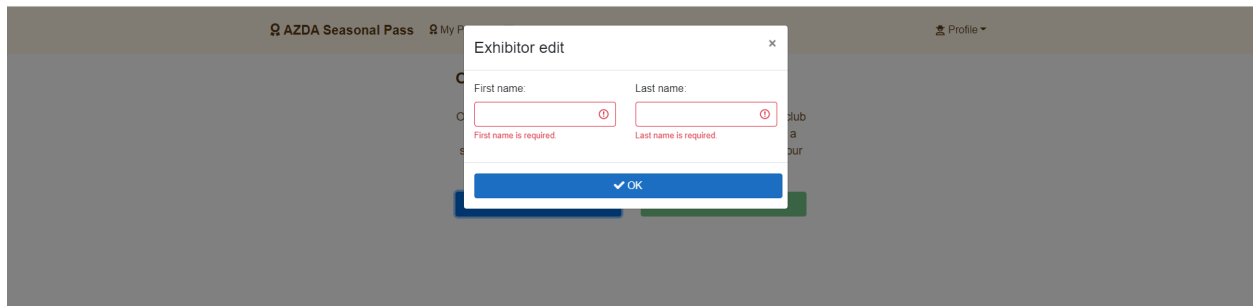
To add an Exhibitor:



To add an exhibitor to your account you will hit the Profile button in the top right hand corner, and then click on **“Other”** exhibitors.



Then you will click on **“Add Exhibitor”** and the following screen will pop up.



You will put the exhibitor’s name in the required boxes and then press Ok.